

THIS SOLICITATION IS BEING EXTENDED TO ALL INTERESTED FIRMS

LEGAL NOTICE

CSO Solicitation No. 2250

Request for Letters of Interest

Task Order Certified Public Accounting Services

The Connecticut Department of Transportation (Department) is seeking to retain ten (10) certified public accounting firms for the purpose of augmenting and providing training to the Department's Office of External Audits. The services to be performed will include, but not be limited to, the auditing of construction contractor claims, consulting engineers, utility and railroad incurred cost, indirect cost rate [overhead], and other financial/compliance related audits, as well as providing training for the Department's audit staff.

The contract will be limited to five (5) years, with the stipulation that assignments initiated during the term of the contract will be allowed to continue to completion of work. No new tasks will be negotiated after five (5) years from the start of the contract. The value of each contract is estimated to be up to \$1,000,000, and will be on a billing rate basis.

The firms' areas of expertise must include performing audits in accordance with *Government Auditing Standards* issued by the Comptroller General of the United States.

Firms responding to this request should be of adequate size and sufficiently staffed and experienced to perform this assignment and will be required to provide the necessary staffing upon execution of the contract. The selected firms will be required to maintain a Connecticut office for the duration of assignment, with the Project Manager available on a daily basis for the direct and visual supervision of the staff performing the majority of this assignment.

If your firm would like to be considered for this assignment, your submittal should consist of a letter of interest limited to one (1) page, a copy of the firm's most recent peer review and letter of comments, and a Department FORM CSO 255 with a maximum of five (5) resumes which are limited to two (2) pages each. One of the resumes must be that of the proposed Project Manager in charge of the work, as well as the assurance that he/ she will be available for work when required (the CSO 255 form can be found online at www.ct.gov/dot/consultant). **Four copies of the submittal are required and they must be either postmarked by, or, if hand delivered, received by 3:00 p.m. on August 27, 2015.** Firms, who are shortlisted based on their CSO 255 submittal, will be notified by the Consultant Selection Office of the time and date for their final selection interview. A final selection is anticipated by October 30, 2015.

Your CSO 255 submittal should identify the following: your proposed current staff and their qualifications, experience, and availability to perform the required services. Your submittal will be evaluated on the following criteria:

- (1) Proposed staff and qualifications, including licensure, and continuing CPA training of assigned professional staff. Weighted scoring value = 15%
- (2) Experience in Auditing Government Clients. Weighted scoring value = 10%
- (3) Experience in Performing Contract or Compliance Audits. Weighted scoring value = 30%
- (4) Experience in Auditing Construction Contractor Claims. Weighted scoring value = 20%
- (5) Experience in Developing In-house Training Courses. Weighted scoring value = 10%
- (6) Firms overall Resources and Ability to Complete Tasks considering Peer Review and Letter of Comments. Weighted scoring value = 15%

The Certification, Licensure and Continuing Professional Education of the proposed Professional personnel must also be included.

The firms shall provide a statement of any and all contracts with the Department of Transportation, which are currently being performed and a statement as to whether the firm or firms performed services under any name other than the one appearing in the response.

Please be advised that there is no disadvantaged business enterprise (DBE) goal assigned for this project. If a responding firm determines that subcontracting opportunities exist, the firm will be required to document their good faith effort to provide opportunities for DBE firms to participate. All firms are advised that the prime consultant must perform the major part of the work with employees of the firm. Joint venturing will not be

allowed. Small business enterprises and disadvantaged business enterprises are encouraged to respond to this solicitation.

Do not send additional documentation other than what is requested. The Consultant Selection Panel may reject your submittal, and your firm may not be considered for this project if you provide additional documentation such as corporate brochures, background information, and histories.

In accordance with the Connecticut General Statutes (CGS) Sections 4-252, 4a-81, and 4-252a, firms, once selected, must complete the Office of Policy and Management's (OPM) Ethics Form 1 (Gift and Campaign Contribution Certification), Form 5 (Consulting Agreement Affidavit), and Form 7 (Iran Certification) prior to the agreement/contract execution. Forms 1 and 5 apply to all consulting agreements/contracts which have a total value to the State of Connecticut (State) of fifty thousand dollars (\$50,000) or more in a calendar or fiscal year. Form 7 applies to any consulting agreement/contract which has a total cumulative value to the State of five hundred thousand dollars (\$500,000) or more. Any consultant that does not complete the certifications (Form 1 & 7) required under subsection (c) of CGS 4-252 and subsection (b) of CGS 4-252a, or refuses to submit the affidavit (Form 5) required under subsection (b) of CGS 4a-81 shall be disqualified and the Department shall award the agreement/contract to the next highest ranked consultant or seek new submittals, in accordance with subsection (d) of CGS 4-252 and subsection (d) of CGS 4a-81. Further information on these requirements can be obtained online at <http://www.ct.gov/opm> via the Ethics Affidavits link.

Please note, in an effort to streamline the certification and affidavit process for contract/agreement execution, the Department is requiring selected firms to upload Forms 1, 5 and 7 on the Department of Administrative Services (DAS) Business Network ("BizNet") website. Further information can be found at <http://www.das.ct.gov/cr1.aspx?page=371> to subscribe to BizNet and obtain directions to upload the forms following the "Vendor Guide to Uploading Affidavits and Nondiscrimination Forms Online (PDF)."

For all State contracts, as defined in CGS § 9-612(f)(1) having a value in a calendar year of fifty thousand dollars (\$50,000) or more or a combination or series of such agreements or contracts having a value of one hundred thousand dollars (\$100,000) or more, the authorized signatory to this submission in response to the State's solicitation expressly acknowledges receipt of the State Elections Enforcement Commission's Notice titled "Notice to Executive Branch State Contractors and Prospective State Contractors of Campaign Contribution and Solicitation Limitations" (Notice) advising State contractors of State campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the Notice. The State Elections Enforcement Commission's Notice can be found online at www.ct.gov/SEEC by clicking on the Forms link and then the Contractor Reporting Forms link. The Notice is hereby made a part of this solicitation.

Prior to the negotiation process, the selected firms will be required to have a Department-approved affirmative action plan, as well as current corporate registration with the Secretary of State (partnerships excluded), and registration with the State Board of Accountancy. The selected firms will also be required to maintain insurance coverage from a firm licensed to do business in the State of Connecticut. Proof of coverage must be submitted on a form acceptable to the State prior to the start of the negotiations process.

The Department, in its sole discretion, reserves the right to cancel this solicitation and terminate the process to retain consultant services, and is under no obligation to contract for the services specified herein.

The Department reserves the rights to add additional projects of a similar nature for a separate selection should additional projects become available prior to the interview phase of the selection process.

All submittals shall be addressed as follows:

Mr. David Mancini
Consultant Selection Office
Connecticut Department of Transportation
2800 Berlin Turnpike
Newington, CT 06131

Hand delivered submittals must be brought to the front desk at the aforementioned address by 3 p.m. on August 27, 2015. Submittals hand-delivered or postmarked after this date and time will not be considered.

All inquiries regarding this request for letters of interest shall be directed to the Consultant Selection Office at (860)594-3017.

Connecticut Department of Transportation
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